

Equality Impact Assessment (EqIA)

| Service: | Person responsible for the assessment: | Date EqIA completed: |
|------------|--|----------------------|
| Governance | Lorraine Fowkes | 15/3/24 |

PART A - Identification

| | | |
|---|---|--|
| 1 | Title or name of proposal | Revisions to the Council's Constitution |
| 2 | The commencement date of the proposal and approval e.g., CLT, Cabinet, Committee, Council | Council AGM 7 May 2024 |
| 3 | What are the aims, objectives, and purpose of the proposal? | To have an effective, up to date Constitution |
| 4 | Status of the proposal | <div> New proposal/ <input type="checkbox"/> Existing proposal <input checked="" type="checkbox"/> </div> Date Last Reviewed: 05/23 |
| 5 | Are there any other functions, policies or services which might be linked with this one for the purposes of this exercise? | No direct links; other policies listed in the Constitution are subject to separate assessments where appropriate. |
| 6 | Who is it intended to affect or benefit (the target population): | The Constitution gives elected members and the public clarity on how the Council operates and rules of procedure. |

PART B - Evidence, Research and Stakeholder Engagement

| | | |
|---|--|--|
| 7 | List relevant examples of data (qualitative and quantitative) or any consultation information available that will enable the impact assessment to be undertaken | The changes being proposed are minor in nature and no significant impacts are envisaged. One provision does link to protected characteristics and hence an EqIA has been undertaken. |
| 8 | Evidence from the data from Question 7 of any feedback or complaints against the service/policy/procedure on grounds of potential or perceived discrimination | CLT and Cabinet Members have been consulted and no impacts or concerns were raised. The changes are largely procedural with minimal impact on communities. |

PART C – Assessment and Differential Impacts

Within this table, state whether the policy or function will have a positive or negative impact across the protected characteristics and provide any comments, reason, and evidence to support this.

| What is the effect of the change on each characteristic – tick one | | | | Reason | | Action* Required |
|--|-----------------|------------------|---------|--|--------------------------------|------------------|
| | Positive impact | Negative impact* | Neutral | Explanation of impact analysis | Is this likely to be unlawful? | Yes / No |
| Age | X | | | Proposed change to requirement to stand to speak at meetings will potentially benefit older members | No | No |
| Disability | X | | | Proposed change to requirement to stand to speak at meetings will potentially benefit those with physical disabilities that impair on ability to stand | No | No |
| Gender reassignment | | | x | Changes proposed will not impact on this protected characteristic | No | No |
| Marriage & Civil Partnership | | | x | Changes proposed will not impact on this protected characteristic | No | No |
| Pregnancy and Maternity | x | | | Proposed change to requirement to stand to speak at meetings will potentially benefit those with this protected characteristic | No | No |
| Race | | | x | Changes proposed will not impact on this protected characteristic | No | No |
| Religion or Belief | | | x | Changes proposed will not impact on this protected characteristic | No | No |
| Sex | | | x | Changes proposed will not impact on this protected characteristic | No | No |
| Sexual Orientation | | | x | Changes proposed will not impact on this protected characteristic | No | No |

| | | | | | | |
|--------------|--|--|----------|---|-----------|-----------|
| Other | | | x | No impacts other than in respect of above protected characteristics envisaged | No | No |
|--------------|--|--|----------|---|-----------|-----------|

| | | | |
|----------|---|----------------|---|
| 9 | Does your proposal link with other proposals to have a cumulative negative affect on particular equality groups? | Yes/ No | If yes, give details |
| | | No | The minor changes proposed do not negatively impact on any group and there are no linkages that may give rise to such an impact. |

PART D – Outcomes, Action, and Public Reporting

What Justifiable Action Does the Evidence, Engagement and Consultation Suggest You Take?

| | Description | Yes / No |
|----------|---|----------|
| A | No Major Change Required When no potential for discrimination or adverse impact is identified and all opportunities to promote equality have been taken. | Yes |
| B | Adjustments needed to remove barriers or to better promote equality Are you satisfied that the proposed adjustments would remove the barriers identified? | No |
| C | Continue despite possible adverse impact For important relevant proposals, compelling reasons will be needed. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact. | No |
| D | Stop and rethink your proposal Actual or potential unlawful discrimination is identified; the proposal will need reviewing immediately. | No |

PART E – Monitor Evaluate and Review

Action and Monitoring Plan - where the assessment in Part C & D indicates a potential negative impact, how will this be reduced or mitigated to reduce impact moving forwards?

| Conclusions Reached About Potential Impact | | |
|--|-------------------|----------------|
| Possible Impact | Group(s) Affected | Evidence |
| n/a | | |
| Impact Identified | Action | Responsibility |
| | | |
| Timescale | Expected Outcomes | Review Date |
| | | |

PART F – To be completed by Equality Service Group

| Date Reviewed | Name of Representatives involved in Review (min of 2-3) |
|--|--|
| 17/04/24 | Kevin Hubery and Steve Gallis |
| General Comments <p>The proposed change to eliminate the need to stand to speak at meetings is a positive step which may benefit some older Members and those with mobility impairments due to a disability and also benefit those who may find standing uncomfortable – for example during pregnancy, as described in the Assessment. So overall this change is likely to have a positive equality impact. The other changes are unlikely to have an equality impact.</p> <p>Elsewhere in the Constitution (although not subject to change) there is this reference:</p> <p><i>Re the finance alternative budget proposal.</i> <i>13.8, says " Members must give formal notice in writing of any proposed amendment".</i></p> <p>Might the “in writing” requirement have a differential impact on someone with dyslexia or be more difficult for those with a sight or other impairment that limits their use of a computer?</p> | |
| Recommendations | |
| Publish Results <input type="checkbox"/> Carry out further impact assessment, if yes state the review date and ensure this is diarised for action <input type="checkbox"/> | Specific Recommendations to Consider: See comments |
| Confirm that the recommendations have been actioned or explain why if any cannot be actioned. <p>With regard to the requirement to give notice in writing, if a member had an issue with this requirement, then reasonable adjustment would be made to accommodate; this may vary depending on the issue but any issue can be accommodated within the proposed procedure.</p> | |

Part G – Corporate Director/Assistant Director Approval

- I am satisfied with the results of this EqIA.
- I have seen the Councils Equality Schemes or Equality Action Plan and am satisfied with the contribution it can make.

Approved Lorraine Fowkes

A handwritten signature in black ink, appearing to read 'L Fowkes', written in a cursive style.

Corporate Director/Assistant Director Signature:

Date: 17 April 2024